

National Taiwan Normal University

Compensation Regulations for Non-wear-and-tear Damage to Student Dormitory Properties

- Article 1 To encourage students to take good care of university properties, establish rules for group living and conserve on university spending, the Compensation Regulations for Non-wear-and-tear Damage to Student Dormitory Properties (hereafter the Regulations) are enacted in accordance to the Regulations for Student Dormitory Administration.
- Article 2 Handovers are performed every academic year when beds are reassigned and the residents have moved in. Users (residents) shall check the conditions of all facilities (public properties) in the room and sign the sheet given. A dormitory deposit of NT\$1,000 shall also be paid (a full refund will be given after the semester ends if no damages are found).
- Article 3 Handovers at the end of the academic year shall be confirmed by dormitory administrators before residents move out. If non-tear-and-wear damages are found, compensation will be deducted from the deposit previously paid by the student according to the original price of purchase. (See attachment 1 for the Room facilities (public properties) checklist.
- Article 4 Any non-tear-and-wear damage to properties during the accommodation period shall be paid for by the resident. In the case of serious damage, aside from the resident being evicted, and the NT\$1,000 deposit being deducted (should the deposit is insufficient, additional payment must be made), the case will also be presented to the student disciplinary committee for a disciplinary action.
- Article 5 Should there be disputes about the interpretation of non-tear-and-wear damages, the case should be presented to The Verification Committee for Non-wear-and-tear Damage Compensation in the Student Dormitory.
- Article 6 Composition of the “Verification Committee for Non-wear-and-tear Damage Compensation in the Student Dormitory”
- a) Convener: Dean of Student Affairs, Deputy Convener: Director of Military Instructor Office
 - b) Executive Secretaries: Director, Division of Student Housing Affairs, Directors of Division of Student Affairs on Gongguan/Linkou Campus
 - c) Executive officer: Military instructor in charge of dormitory coordination
 - d) Committee members: Facility Service Division (1 representative), Construction and Maintenance Division (1 representative), parents (1-3 representatives), Executive officers on the dormitory committee (1 male and 1 female representatives), the student’s department/institution Chair (or mentor) and dormitory committee (1 representative)
- Article 7 Compensation procedures: After proper verification, Division of Student Housing Affairs will record the damages (see Attachment 2) and announce accordingly after the record is officially approved. The record will then be forwarded to the Cashier Division for payment deduction from the deposit. Should the deposit is insufficient to cover the amount of compensation, the student or his/her parents will be notified for further payment. If the

student refuses to make the compensation payment, he/she will lose the right to dormitory application. In addition the record for unpaid damages (see Attachment 3.) will be sent to the Registry Division at the Office of Academic Affairs. The student will only be allowed to apply for the school-leaving procedure after the compensation is paid (presenting payment receipt to dorm administrator/Registry Division)

Article 8 If the student responsible for the damage is expelled, drops out or suspends his/her studies, compensations still need to be paid according to the Regulations. If the student circumvented the payment, the University will resort to legal procedures for compensations.

Article 9 Any non-wear-and-tear damages to public properties (not under the care of individual users) in the bedroom shall be paid for by the person responsible or otherwise shared by all users in the room.

Article 10 The Regulations and any amendment to the Regulations shall be promulgated and enacted after approved by the Meeting of Student Affairs, and reported to the President for approval.

Attachment 2.1

Recording sheet for non-wear-and-tear damages to public properties at NTNU student dormitories (applicable when the amount of deposit is sufficient)

Dept/ institute	Student ID	Room no.	Name	Damaged item	Amount of remaining deposit	Amount of compensation payment	Amount after deduction	Compensation date	Note
Remark									

Attachment 2.2

Recording sheet for non-wear-and-tear damages to public properties at NTNU student dormitories (applicable when the amount of deposit is insufficient)

Dept/ institute	Student ID	Room no.	Name	Damaged item	Amount of remaining deposit	Amount of compensation payment	Outstanding payment	Compensation date	Note
Remark	<p>I. The students responsible for the damage shall make the outstanding payment stated above to the Cashier Office.</p> <p>II. After the student has made the payment, he/she may ask dormitory administrator to close the case. The dormitory administrator shall then record the date the case is closed and stamp in the "note" box.</p>								

Attachment 3

Recording sheet for unpaid non-wear-and-tear damages to public properties at NTNU student dormitories

Dept/ institute	Student ID	Room no.	Name	Damaged item	Amount	Regulated compensation date	Note
Remark	The Division of Registry and dormitory administrators shall carefully monitor and record the compensation payments. Those who did not pay for the damages will be subject to university rules.						